



New Jersey Department of Children and Families Policy Manual

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| Manual: | DCF | DCF Wide | Effective Date: |
| Volume: | III | Administrative Policies | |
| Chapter: | E | Administration | 9-16-2015 |
| Subchapter: | 1 | Administration | |
| Issuance: | 01-2015 | Duty to Advise of Arrests and Convictions | |

I. PURPOSE:

The purpose of this policy is to require all employees to promptly notify the Department of Children and Families (DCF) if the employee is arrested for, charged with, or convicted of a crime or offense.

II. SCOPE:

This Policy has Department-wide applicability.

III. AUTHORITY

- N.J.S.A. 9:3A-7 – Responsibilities, duties of Commissioner
- Executive Order 204 (1989)

IV. POLICY

DCF requires all employees to notify the Department promptly if the employee is arrested for, charged with, or convicted of a crime or offense.

V. PROCEDURES

- All DCF employees must notify the Department of any and all arrests, charges or convictions as soon as they occur, but not later than within 48 hours of the occurrence. This notification requirement includes, but is not limited to, charges, arrests and/or convictions for violations that involve driving while intoxicated and all related offenses, as well as any and all drug related offenses, that occur in any jurisdiction.
- Employees are responsible for verbally notifying their Cost Center Manager within the time period specified in V (A) above. Employees are also responsible to follow up immediately with written notification to the Cost Center Manager. The written

notification must contain the nature and circumstances of the incident, date and location of the offense, law enforcement agency involved, date of court appearance, and court's decision, if any.

- C. Employees are responsible to immediately provide a copy of a summons, police report, conviction or certificate of disposition upon receipt to their Cost Center Manager.
- D. The Cost Center Manager is responsible to notify the Office of Employee Relations within one working day upon receipt of any notification, verbal or written, received from an employee pursuant to this policy.
- E. Failure to report any arrest, charge or conviction in accordance with this policy may result in disciplinary action, up to and including termination of employment.